



DEPARTMENT OF THE AIR FORCE
460TH SPACE WING (AFSPC)

MEMORANDUM FOR BUCKLEY EMPLOYEES

FROM: 460 FSS/FSCA – Civilian Personnel Office
18175 East A-Basin, Stop 90
Buckley AFB CO 80011-9524

Subject: Pay and Leave Information

1. Welcome to Buckley AFB Civilian Pay Customer Service. You will be serviced by the local finance office; however, you will be paid by the Defense Civilian Pay System (DCPS) at DFAS Indianapolis Center.
2. Pay/leave questions or concerns, please contact Niki Lobitos, Buckley Civ-Pay Customer Service Technician, at 720-847-6530 who serves as the liaison between you and the central pay office in Indianapolis.
3. Your organization has an electronic time and attendance set up in the Dept of Defense Automated Time Attendance and Production System (ATAAPS).
4. If you are transferring from another base, please provide the Buckley Civ-Pay Office with a copy of your latest Leave and Earning Statement (LES). Your annual and sick leave balances can be transferred into the DCPS pay system immediately. There is also a need to ensure the previous HR office provides a Leave and Absence Report, SF-1150, to formally transfer your leave.
5. If you have any questions, please feel free to contact Niki Lobitos, Civ-Pay Customer Service Technician, 460th CPTS/FM-FMA at 720-847-6530.

Annual Leave Accrual Rates			
Employee Type	Less than 3 years of service *	3 years but less than 15 years of service *	15 or more years of service *
Full-time employees	½ day (4 hours) for each pay period	¾ day (6 hours) for each pay period, except 1¼ day (10 hours) in last pay period	1 day (8 hours) for each pay period
Part-time employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status
Uncommon tours of duty	(4 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.	(6 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.**	(8 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.
SES, Senior Level (SL), and Scientific or Professional (ST) positions, and employees in equivalent pay systems, as determined by OPM	8 hours for each pay period, regardless of years of service. (See Extension of Higher Annual Leave Accrual Rate to SES and SL/ST Equivalent Pay Systems fact sheet)		

Note 1: A temporary employee with an appointment of less than 90 days is entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service. After completing the 90-day period of continuous employment, the employee is entitled to be credited with the leave that would have accrued to him or her during that period.

Note 2: An intermittent employee (i.e., a part-time employee who does not have an established regular tour of duty during the administrative workweek) is not entitled to accrue annual leave.

* See Creditable Service for Leave Accrual section of this fact sheet.

** In computing leave accrual for uncommon tours of duty, the accrual rate for the last full pay period in a calendar year must be adjusted to ensure the correct amount of leave is accrued.